

NORTH TAHOE FIRE PROTECTION DISTRICT

Regular Meeting of the Board of Directors

Tahoe City, California

Via GoToMeeting

Tuesday

January 25, 2022 – 4:30 p.m.

MINUTES

1. **Call to Order** - *The meeting was called to order at 4:34 p.m. by President Baffone.*

Roll Call

Attending:

Board Present (via GoToMeeting)

Directors Baffone, Correa, Doyle, and Ragan. A quorum was established.

Staff Present (via GoToMeeting)

Fire Chief Steve Leighton

Legal Counsel Steve Gross

Division Chief Alan Whisler

Director of Finance and Administration Kim Eason

Fire Marshal Brent Armstrong

Battalion Chief Scott Sedgwick

Battalion Chief Naman Beatie

Battalion Chief Sarah Lagano

Captain Dan Hopwood

Captain Paul Moen

Captain Jeremiah Meadows

Mechanic II/III Joe Parle

Public Information Officer Erin Holland

Forest Fuels Coordinator Eric Horntvedt

Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

Kendal Galka, McClintock Accountancy

Jaime Gignoux, McClintock Accountancy

Michelle McIntyre, Placer LAFCO (left at 6 pm)

Kathy W. (left at 5:45 after Item 11 motion)

Ellie Beals

2. **Additions to Agenda/Approval of Agenda**

The agenda was approved as presented. No public comment.

3. Pledge of Allegiance

4. Public Comment – There was no public comment.

5. Presentation by Independent Auditors and Acceptance of the 2020-2021 Annual Audit

Kendall Galka, partner with McClintock’s Accountancy, presented the audit report and 50-page financial statement dated as of June 30, 2021. She also introduced Jaime Gignoux, the audit manager overseeing the audit from McClintock’s Accountancy. The auditors reported an unmodified or clean opinion on the financial statements, which means the documents provided in the packet are true and without misstatements. There were no material findings again this year. There were also (again) no audit adjustments needed.

She stated that there were zero changes to the adjusting entries, and she appreciated the good relationship they have with management. It was another great year working with North Tahoe Fire.

There were no significant difficulties encountered. The Internal Control Report provides comments on material weaknesses or things to improve upon. The only improvement necessary is to continue developing written processes.

Kendall will work with Kim to schedule a separate, more detailed presentation to the Board President and Treasurer.

The Board commended Director Eason and her team for the impeccable records.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Ragan, seconded by Director Doyle, the Board accepted the 2020-2021 annual audit as presented by McClintock’s Accountancy. A roll call vote was taken. The vote was four in favor:

*Ayes: Directors Baffone, Correa, Doyle, Ragan
Noes: None
Abstain: None
Absent: Director Loverde*

6. Board officer elections and committee assignments

Each January, the Board elects officers and decides who will serve on certain District committees for the year.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Doyle, seconded by Director Ragan, to have the slate and committee structure for NTFPD remain as presented in the agenda. Director Baffone to continue serving as President, Director Ragan to continue serving as Vice President, and

Director Doyle was elected to continue serving as Treasurer with rotation of officers in 2023. The committees also remained the same, as follows:

Finance & Budget – Directors Baffone (Chair) and Doyle
Negotiations: Directors Correa (Chair) and Ragan
Building/Construction: Directors Loverde, and Ragan (Chair)
Rules & Regulations: Directors Baffone and Doyle (Chair)
Ad Hoc Personnel Committee: Directors Baffone and Loverde (Chair)

A roll call vote was taken. The vote was four in favor:

Ayes: Directors Baffone, Correa, Doyle, Ragan
Noes: None
Abstain: None
Absent: Director Loverde

7. Approval of Minutes from the regular Board meeting held December 7, 2021

No change was requested from the Board. There was no comment from the public.

Upon motion by Director Correa, seconded by Director Baffone, the Board approved the Minutes from the Regular Board meeting held December 7, 2021. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: None
Absent: Director Loverde

8. Correspondence – There was none received since the last meeting.

9. Consider Resolution No. 1-2022 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency issued March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period January 25 through February 23, 2022 Pursuant to Brown Act Provisions

This is a housekeeping item. Resolution 1-2022 is necessary in order for the District to conduct remote teleconference meetings. Next month, we will re-ratify because the meeting will be within 30 days of today.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved Resolution 1-2022 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period

January 25-February 23, 2022 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: None
Absent: Director Loverde

10. Consider Resolution No. 2-2022 regarding applying for the State of California Climate Investment Fire Prevention Grant

Forest Fuels Coordinator Eric Horntvedt presented this Resolution to the Board regarding the State of California Climate Investment Fire Prevention Grant, which provides funds to the State of California and its political subdivisions for fire prevention programs. We applied for this grant last year as well, but we were unsuccessful. This year, we worked with ASCWD Board and staff, which increased the number of homes and improved our chances when submitting the application.

Eric explained that February 9 is the last submission date. The application needs to include a definition of the project, budget, and scope of work. He anticipates treatment of 50–150 acres, which will include chipping, defensible space inspections, and developing a forest fuels program in ASCWD. We can't use Tahoe Basin Fund money because ASCWD is just outside of the Basin area.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Correa, seconded by Director Baffone, the Board adopted Resolution 2-2022 authorizing the Fire Chief or his designee to apply for and enter into an agreement with the State of California to carry out the Alpine Meadows Community Wildfire Protection Plan Implementation project. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: None
Absent: Director Loverde

11. Consider Resolution No. 3-2022 accepting the California Tahoe Conservancy Carnelian Canyon Fuel Hazard Reduction Project Grant (#CTA21002R) for implementation of the Carnelian Woods fuel reduction project in the amount of \$253,500

Forest Fuels Coordinator Eric Horntvedt presented this Resolution to the Board regarding the grant to reduce hazardous fuels near the community of Carnelian Bay. The agreement is a standard form used by a state agency awarding funds to a local agency. The grant will provide funding for implementation to complete fuel reduction on 78 acres of private property owned by the Carnelian Woods Townhouse Association, and he is working closely with them. The Tahoe Fuels Team and Tahoe Conservancy are also working together with North Tahoe Fire to take care of the WUI and interface where inter-mingling. The highlighted area on the map shows the

entire project. North Tahoe Fire is responsible for clearing, hand-thinning, chipping, and pile burning in the area highlighted in yellow, which comprises of 78 acres. The California Tahoe Conservancy is responsible for the orange-highlighted area. North Lake Tahoe Fire (in Incline) is the agency providing the hand-thinning crew.

Eric stated that the time period for the completing the project is the end of this calendar year. If additional time is needed, the Conservancy can file for an extension. They also have a robust budget that we can tap into if necessary. Eric is researching other grants to cover North Tahoe Fire admin staff time.

There was public comment requesting a more detailed map. There was a Q&A session between Board and staff.

Upon motion by Director Doyle, seconded by Director Correa, the Board accepted the grant award of \$253,500, authorized the Fire Chief to enter into (on behalf of the North Tahoe Fire Protection District) any agreement and amendments regarding the California Tahoe Conservancy Carnelian Canyon Grant (#CTA21002R; and adopted Resolution 3-2022. A roll call vote was taken. The vote was four in favor:

*Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: None
Absent: Director Loverde*

12. [Consider Resolution No. 4-2022 to adopt Placer County Local Hazard Mitigation Plan \(“LHMP”\)](#)

Forest Fuels Coordinator Eric Horntvedt presented this Resolution to the Board regarding the Placer County 2021 Local Hazard Mitigation Plan (“LHMP”) Update which serves to update the 2016 Federal Emergency Management Agency (“FEMA”) approved Placer County LHMP. He provided links to the LHMP because it is too large to attach. The updated plan limits long-term risk from hazards. The LHMP allows North Tahoe Fire to have eligibility to assistance programs to address community risk assessments and mitigation projects. FEMA issued an approval letter recommending it for adoption, and the Placer County Board of Supervisors has adopted it.

North Tahoe Fire developed seven actions it wants to address: 1) avalanche risk reduction; 2) communication/radio; 3) community wildfire implementation (fuel reduction, home hardening, etc.); 4) GIS technology and mapping; 5) a pandemic plan; 6) notification system; and 7) water for fire suppression.

Eric confirmed that the planning chart posted is a sample of the various positions necessary to get the job done. The contacts are updated every five years, so some names are no longer valid on the current list.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Ragan, seconded by Director Doyle, the Board adopted Resolution No. 4-2022 which adopts the Placer County 2021 Local Hazard Mitigation

Plan (LHMP) Update as an official plan, and authorizes the Fire Chief or his designee to submit this adoption resolution to Placer County, the California Office of Emergency Services, and FEMA Region IX officials to enable the plan's final approval in accordance with the requirements of the Disaster Mitigation Act of 2000. A roll call vote was taken. The vote was four in favor:

*Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: None
Absent: Director Loverde*

13. Consider Resolution No. 5-2022 in appreciation of Steve McNamara

Chief Leighton presented the Resolution in Appreciation of Steve McNamara for his outstanding service and importance to the District. All of the Board members present agreed.

There was no public comment. There was a discussion between Board and staff.

Upon motion by Director Ragan, seconded by Director Correa, the Board waived the reading and adopted Resolution No. 5-2022 in appreciation of Steve McNamara. A roll call vote was taken. The vote was four in favor:

*Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: None
Absent: Director Loverde*

14. Future Planning with Meeks Bay Fire – Draft Timeline for Reorganization of MBFPD into NTFPD by Resolution

Chief Leighton stated that he is following the Board's request regarding reorganization and presented the estimated timeline regarding the LAFCO process for informational and discussion purposes only. This timeline was developed between staff and both El Dorado and Placer LAFCOs. It may be adjusted, revised, or changed as conditions warrant.

North Tahoe Fire staff made a written request to the Placer County Board of Supervisors to help in financing the potential reorganization. In lieu of Placer County authorizing the \$42,000, they agreed to waive the LAFCO fees.

North Tahoe Fire staff also made a request to the El Dorado County Board of Supervisors to authorize up to \$42,000 to assist with the LAFCO process. It is anticipated that these funds will be used in the event that the LAFCO process requires any additional analysis of the organizations.

The LAFCO application includes Board resolutions, CEQA documents, and support letters. It is anticipated that staff will submit it to Placer LAFCO on or before March 1. The fiscal impact analysis is being worked on by staff. As part of the LAFCO process, the composition of the Board will need to be discussed and direction given to staff on a path going forward.

The Fire Chief talked with Michelle McIntyre, who was on the virtual meeting but had to leave. She did not have anything to add to the discussion.

There was a discussion between Board and staff. Everyone is feeling positive about the reorganization of the two Districts, including the Local Labor Union per Vice President Moen.

There was no public comment. This item was for informational purposes only. No Board action was required.

15. [Request to modify the Rules and Regulations for the Forest Fuels Manager class specifications and Salary Schedules](#)

Chief Whisler presented this item. With the resignation of Forest Fuels Coordinator Eric Horntvedt effective January 28, 2022, staff would like to hire a replacement for this position. He stated that, over the course of time, the position of Forest Fuels Coordinator has evolved toward a manager position. Adding a Forest Fuels Manager to the salary scale would more appropriately represent the position's responsibility and provide adequate budget support. Adjusting the salary range to reflect a competitive current labor market compensation range will allow the District to recruit and retain highly qualified personnel. The full-time Forest Fuels Manager will continue to be a grant funded position.

Eric reported to the Board that there is a little over \$5 million in grant funding that will be available through 2029.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Correa, seconded by Director Doyle, the Board authorized amending the Rules and Regulations Appendix A to incorporate a Forest Fuels Manager position and adjust the corresponding salary schedule, Appendix B, Annual Salary Range Bottom \$99,611.20 and Top \$109,844.80. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Baffone, Correa, Doyle, and Ragan

Noes: None

Abstain: None

Absent: Director Loverde

16. [Finance Report](#)

16.1 [Purchases Journal](#)

16.2 [Breakdown of CalCard purchases](#)

16.3 [Gross payroll totals](#)

16.4 [Account Detail Report](#)

Finance Director Eason reported that November and December did not slow down for the Administrative Division. Staff continued working on the 2020/2021 Audit report that is being presented at the Board meeting tonight. Shawn Crawford, the last active employee for the Meeks Bay Fire Protection District, retired at the beginning of November. The current Administrative staff has stepped up and is absorbing all the duties for the Meeks Bay Fire Protection District until a new employee can be hired to help assist with the workload. Director Eason also

reminded all Form 700 filers that their 2021 Form 700 must be completed by April 1, 2022. All required filers should have received an email from Placer County with additional information and specifics on how to file. Information can also be accessed on the Placer County website at the following address: <https://edisclosure.placerelections.com/>.

There was a discussion between the Board and staff. There was no public comment.

Upon motion by Director Correa, seconded by Director Ragan, the Board approved the finance report dated January 25, 2022 and the supporting Items 16.1-16.4, as presented. A roll call vote was taken. The vote was four in favor:

*Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: None
Absent: Director Loverde*

17. Staff Reports

- 17.1 [Fire Chief](#)
- 17.2 [Division Chief – Operations / Training](#)
- 17.3 [Fire & Life Safety / Forest Fuels / PIO](#)
- 17.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 17.5 [B Shift Battalion Chief - Safety](#)
- 17.6 [C Shift Battalion Chief - Logistics](#)

Staff reports were reviewed and no action was taken.

There was no public comment. There was a Q&A session between Board and staff.

18. Next Board Meeting and Other Important Dates

- *February 22, 2022 – regular Board meeting*
- *February 26, 2022 – Snowfest Pancake Breakfast is Cancelled*
- *March 22, 2022 – regular Board meeting*
- *April 26, 2022 – regular Board meeting*

There was no Board or public comment.

19. Board Comments/Information Items

There was no Board comment or additional item to add to the February 22, 2022 agenda. There was no public comment.

20. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 7:10 p.m.